

How to Prepare a Better Self-Appraisal Package for the Army Fixed Facility API Award

1. The following suggestions, recommendations and comments will assist you in preparing a better Self-Appraisal package (but do not guarantee an award.)

- a. **Start Early.** Set up a folder, database or whatever else works to record and collect all the important things that you are doing and wish to state in your package. This will ensure that you do not miss important facts. It is a long time span from Jan-Dec so you need to keep track throughout the year. This inaugural year is even more difficult because of the short notice and the fact that you have to go back to CY2003 and try to pull together all of the accomplishments from that timeframe.
- b. **Get Others Involved.** Winning the API Award is a team effort. Tell your people, your bosses, supporting activities (DPW, DOL, etc.) what you are doing and solicit their support. They will be much more willing to write a letter of appreciation or complete a work request if they know what it is all about. Likewise, when you support special operations, other activities, or do things that are outside of your range of day-to-day operations, ask for a letter of appreciation, thanks, etc. from the customer (even if you have to draft it yourself for their signature– we won't know.)
- c. **Follow Instructions.** Follow the instructions when preparing your package and address all major areas of consideration provided in Appendix A of the instruction – even if the facts are weak. Scoring only one or two points in an area during the evaluation is still better than scoring a zero. Additionally, if an accomplishment applies to more than one area of consideration, you may mention that accomplishment in all applicable areas.
- d. **Give Yourself Credit for All Work Performed.** Address all work/tasks performed by your organization even if it's not fuel related. (Remember – they still require an expenditure of your resources.)
- e. **Be Specific.** State all your accomplishments; don't give a mission briefing, or restate your duties/responsibilities, or give a list of your resources. State what you actually did, how you supported your mission, how you enhanced fuel operations and facilities, etc. Tell how much you did, how much money/fuel/resources you saved, what improvements you made, what impact your actions had or will have on the mission, what mission/operations you supported, etc. – in other words, **toot your horn.**
- f. **Keep Statements Simple and to the Point.** Limit the number of flowery words to describe accomplishments – we know your operations

for the most part – so please just state the facts. (The individuals that will review and evaluate your package have many, many years of POL experience and know the business – they are looking for facts/accomplishments.)

- g. **Quantify, Quantify, Quantify.** Give us numbers we can relate to. It is much more specific to say "...during an 8-hour work shift with 3 trucks and 4 operators, we supported Exercise X by servicing five C-5's, four C-17s and 30 AH-64s dispensing a total of 100,000 gallons of JP8" or "...during a 24 hour period with two operators, we bulk loaded 20 HEMTT tankers, fifteen 5-K tankers, received three 8-K commercial deliveries and dispensed a total of 100,000 gallons of JP8" or "during 24/7 operations we kept 12 retail dispensers fully operational and provided 40,000 gallons of JP8, 10,000 gallons of diesel and 6,000 gallons of MOGAS to 50 different customers with a total transaction count of 12,000 issues." Don't just state "we serviced all aircraft or bulk loaded all tankers or provided retail fuel services in a safe and timely manner."
- h. **Don't Exaggerate (too much.)** Your package will be reviewed and rated by POL experts that have been in the business for a long time. These folks can tell an exaggeration in a fraction of a second. Likewise, they all have "EOR" (Extra Ordinary Recall), especially when it comes to fuel spills, accidents, other incidents, etc...so be forewarned.
- i. **Support Material.** When submitting support material, such as letters of appreciation, etc., ensure that the documents cover the current award period and are not out of date. Likewise, when submitting photos, drawings, etc., ensure they are accurate and current. Do NOT submit videotapes, CD ROMs, etc.; that is not asked for in the instruction. In order to be fair to all participants, we only use support material specified in the instruction.
- j. **Points of Contact.** On a separate sheet of paper, submit the full name, rank/grade, DSN and Commercial phone numbers, FAX number and E-Mail Address of the Garrison Commander and the Director of your organization; e.g., Director of Logistics, Director of Public Works, etc. Additionally, provide a mailing address where to FEDEX the trophy when you win this award – NO box numbers – FEDEX will not deliver to a box number.
- k. **Pre-Submission Check.** Check your write up for spelling and obvious grammatical errors. If possible, have your package reviewed by an individual who has good command of the English language.

- I. **Timely Submission.** Submit your package on time; late submissions are not accepted. Don't hold up sending your self-appraisal package if you're still waiting on the cover letter to be signed – forward the package and send the cover letter later. Likewise, we strongly recommend that you notify APC when you send the package so we are aware of your submission.
2. Don't be discouraged if you don't win a trophy this time. As in any competition, there can only be one winner. The important thing is that you participated in the program and gained visibility for your organization. And you can be assured that everyone that reviewed your package or wrote endorsements became aware of your accomplishments and outstanding performance. As you well know, in the fuel business, you generally are not visible to the command until there's a fuel spill, delay in service, accident, etc. The API Awards Program gives you the opportunity to be recognized in a positive light – use it! **There are no losers in this program.**
3. If you have any questions or comments, please contact Randy Hardy or Dave Corbin at DSN 427-0647/0649; COMM (703) 767-0647/0649; Randy.L.Hardy@dla.mil; David.Corbin@dla.mil. Also, visit the APC web page at <http://usapc.army.mil> for the most current information. We will assist you in any way we can. Also, we will openly accept constructive criticism on how to make this a better program for all.